

**NOTICE TO BIDDERS**  
**REQUEST FOR PROPOSALS FOR CONSULTING SERVICES**

Notice is hereby given that the Santa Rosa County Board of County Commissioners is calling for and requesting proposals for lobbying services to obtain transportation infrastructure funding.

All submitters must be qualified to provide professional lobbying services with the executive and legislative branches of the Federal Government as specified in Santa Rosa County's scope of work specifications. Specifications may be secured from Santa Rosa County Website ([www.co.santa-rosa.fl.us](http://www.co.santa-rosa.fl.us)) or at the Santa Rosa County Procurement Department.

All proposals must be in writing and delivered by hand, Fed EX, or mail to the Santa Rosa County Procurement Department, 6495 Caroline Street, Suite G, Milton, Florida 32570; and must be received by 10:00 a.m., April 6, 2004. Proposals received after the time set for opening will be rejected and returned unopened to the submitter.

Only proposals received by the aforesaid time and date will be considered. All proposals shall be sealed and clearly labeled, "**RFP- Lobbying Services.**" Please provide twelve (12) copies of the proposal.

Questions concerning this request should be directed to the Santa Rosa County Administrator, Hunter Walker, at (850) 983-1855.

The Board of County Commissioners reserves the right to accept or reject any and all proposals in whole or in part, and to waive all informalities.

Santa Rosa County does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in employment or provision of service.

By order of the Board of County Commissioners of Santa Rosa County, Florida.

**Legal Notice**

One Issue – March 25, 2004 Navarre Press

Bill and Proof to Santa Rosa County Procurement Department, Attention: Orrin L. Smith, 6495 Caroline Street, Suite G, Milton, Florida 32570

March 24, 2004

**MEMORANDUM**

TO: COMPANY ADDRESSED

FROM: SANTA ROSA COUNTY PROCUREMENT DEPARTMENT

SUBJECT: LOBBYING SERVICES

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## **1. SCOPE OF WORK**

### **1.1 Purpose, Objectives, and Overview.**

Santa Rosa County is seeking to contract with a firm to lobby the legislative and executive branches of the federal government for Santa Rosa County (the “County”), Florida on the County’s behalf. The successful Service Provider will lobby Congress and the White House to represent the transportation and infrastructure interests of County, with concentration on the I-65 Connector project.

#### **The Service Provider will also be responsible for the following:**

- A. Confer with the Board of County Commissioners, County Administrator and County staff on planning and program activity that has a bearing on the County to make the best use of federal programs;
- B. Maintain liaison with the County’s Congressional delegation and assist the delegation in any matter, which the Board of County Commissioners determines to be in the interest of the County;
- C. Contact federal agencies on the County’s behalf when applications are under consideration by such agencies and take whatever steps are necessary to obtain favorable consideration of such applications.

## **2. BACKGROUND AND EXPERIENCE**

### **2.1 Pro Organization’s Background and Experience.**

In order to qualify for award of the Contract, the firm and/or the person(s) assigned to provide services to the County, must have a minimum of (3) years of qualifying, direct experience, as determined by the County of Santa Rosa, in lobbying at the federal level in both the legislative and executive branches of government.

Evidence should be presented that the firm, in general, and the individual(s) assigned to the County of Santa Rosa’s account; specifically, have credible and positive working relationships with Members of Congress, their staff, and federal agencies—particularly those with jurisdiction over those areas of interest to the County. Familiarity with the Members, their offices and staff of the local Congressional delegation, as well as relevant committee (appropriations and authorizations) chairs and their staffs, will also be an important consideration in the selection process.

The successful Service Provider will also have demonstrated knowledge of and experience in successfully working with the following processes and agencies:

- A. The federal budget and appropriations process;
- B. The federal transportation authorization process;
- C. The U.S. Department of Transportation and the Federal Highway Administration.

Please provide the following in as complete detail as possible. **If you wish to add supplemental information, it should be labeled “Supplemental Information.”**

**2.2 Official Name.**

Provide the legal name and address of the company and state of incorporation submitting the proposal. Also provide the legal name of all proposed subcontractors or joint venture partners.

**2.3 Company Background.**

Provide an overview and history of your company. How long has the company been in business? What types of services does the Company perform?

**2.4 Proposing Organization’s Structure.**

Identify all parent companies, subsidiaries and affiliates of your organization.

**2.5 Qualifications of the Firm and Key Individuals.**

Describe the qualifications your organization has to conduct the Services requested by this RFP. Describe the key individuals, who would comprise your organization’s team for providing the Services requested by this RFP. Include a resume or curriculum vitae for each individual. For each individual identified, state the percentage of his or her time that would be devoted to this project. If you intend to use subcontractors or joint venturers, then you should provide the same information about them that’s required for your firm and the individuals on your Project team.

**2.6 Key Partnerships.**

Describe relationships with Members of Congress, congressional staff, agency officials, administrative staff, etc. that would indicate your ability to effectively position the County of Santa Rosa to achieve funding and other goals. Offer descriptions of any other resources such as strategic alliances, partnerships, or relationships that would support you in advancing the County’s interests.

**2.7 Federal Lobbying Experience.**

- A. Provide a list of at least five (5) clients for whom you have provided or are providing federal lobbying services or related work. For each client, provide the following information:
  - 1) Client's name;
  - 2) Names, titles, addresses, and phone numbers for contacts at each client;
  - 3) Duration of the relationship;
  - 4) Types of services provided;
  - 5) Primary legislators associated with each client;
  - 6) Names of all subcontractors, or indicate if your organization is the prime contractor.
- B. Provide a detailed summary of your knowledge and experience in securing funds for public infrastructure or public services, through the federal appropriation process, and through federal discretionary grant programs.

**2.8 Capacity and Project Management.**

Explain why the County can be confident that your organization has the resource capacity to perform a project of the nature requested by this RFP.